

DEPARTMENT OF DEFENSE PERSONNEL/PAYROLL ADVISORY LETTER (PAL)

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INTRODUCTION

The Personnel/Payroll Advisory Letter (PAL) has been established to (1) ensure HR users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (2) ensure consistency in processes between the personnel and payroll systems throughout Department of Defense (DoD); (3) ensure only approved workarounds are provided to HR users; and (4) encourage communication of problems and issues through appropriate channels with results being coordinated and documented. The document has been divided into sections to allow for quick reference to the specific topic being sought. In addition, a by-subject-matter index is provided.

Each issuance will reflect all known problems and deficiencies with both versions of DCPDS and DCPS being repeated as necessary from one issuance to the next. Items that have been resolved, either through change to the systems or modification in policy or practices, will be reflected as a RESOLVED item in the next issuance following resolution. Resolved items will appear one time only.

The advisory differentiates between system problems and system deficiencies. System problems are those items that result from a break in the system that previously worked and have been documented as an official problem report for change of system process. Official workaround documents will be issued and tracked for problem conditions. Deficiencies are those conditions that can cause, if not properly attended, an undesired or inappropriate result in the employee record or pay. Deficiencies will be accompanied by processing guidance that will minimize the chance of errors.

The intent is not to impact Component business practices by the workarounds or processing guidance; however, we encourage consistency in application of the processes and instructions throughout the Department. Comments and concerns should be addressed through Component representatives to the Civilian Personnel Management Service (CPMS) OPR for Personnel/Payroll Interface.

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Section I: DCPDS KNOWN INTERFACE DEFICIENCIES/PROBLEMS

A. OPEN Problems/Deficiencies

1. **Recruitment – Relocation Incentive Payment Option other than Lump Sum:** Dr. Chu on September 21, 2006, approved DoD policy to “authorize incentives up to 100 percent of the employee’s salary, provide options for payments, and establish procedures for requesting OPM approval when enhanced incentives with reduced service periods are necessitated by a critical need”. Recruitment and relocation incentives may be paid as an initial lump-sum payment at the beginning of the service period, in equal or variable installment payments throughout the service period, or as final lump-sum payment at the end of the specified service period.



Form 07-0006 NOAs
815-816 Attachment.

WORKAROUND:

Personnel: HR users will need to fax the SF-50 to DFAS Imaging with the following information written in the remarks area:

For each **Installment/Lump Sum** Payment – Payment Option (E or L), effective date of payment, Service Agreement End Date = NTE Date (Optional) and Installment/Lump sum amount to be paid.

For **Bi-Weekly** Payments – Payment Option B, effective date of payment, Service Agreement End Date = NTE Date (Required) and the Bi-weekly amount to be paid. Bi-weekly payments will continue until the NTE Date is reached.

NOTE: HR users should maintain a spreadsheet of these workaround requests. Once DCPDS has been modified to accept payment options other than lump sum, HR users can then enter NOA 815 or 816 into the HR system.

Payroll: Upon receipt of SF-50, payroll office will enter the Recruitment/Relocation Incentive payment in DCPS.

Official Workaround Document: 07-0006

2. **Retention Incentive Payment Option other than Bi-weekly:** Memorandum signed by Dr. Chu on September 21, 2006, approved DoD policy to “authorize incentives up to 100 percent of the employee’s salary, provide options for payments, and establish procedures for requesting OPM approval when enhanced incentives with reduced service periods are necessitated by a critical need”. Retention incentives may be paid in a single lump-sum after completion of the full service period or in installments after the completion of specified periods of service. **NOTE:** Although Department of Energy (DOE) is programmed to send the other options at this time, no DOE employees have requested payments other than biweekly. If DOE sends a transaction with other than biweekly payments, they will also need to send a copy of the SF-50 to the PRO with the requested information because the transaction will fall to the invalid report.



Form 07-0005 NOA
827 Attachment.doc

WORKAROUND:

Personnel: HR users will need to fax the SF-50 to DFAS Imaging with the start and stop dates, the retention incentive percentage and the employee's requested option for payment of Retention Incentive written in the remarks area of the SF-50. **NOTE:** HR users should maintain a spreadsheet of these workaround requests so once both DCPDS and DCPS are modified to accept payment options other than biweekly, HR users can then enter NOA 827 into the HR system.

Payroll: Upon receipt of SF-50, payroll office will develop and maintain a spreadsheet to track the employee's base pay earnings (RA). Monitoring of employee must continue until the entire impact period of time falls off-line (the monitoring should not end when the entitlement payout is complete). PRO will calculate lump sum Retention Incentive payments based on the employee's earnings using the percentage authorized by HR for the time frame indicated on the SF-50. For the installments, PRO will calculate payments based on the earnings since the last payment. Manual pay adjustments (Z6) will be based on positive or negative RA adjustments, and if there is a retro negative adjustment to earnings (e.g., LWOP), PRO will need to manually create the debt.

Official Workaround Document: 07-0005
DCPS SCR #: Y2571

3. **Separate Maintenance Allowance (SMA):** Employees may be authorized SMA for either dangerous or adverse living conditions to meet the additional expense of maintaining family members elsewhere. Based on the Department of State Standardized Regulation, SMA can be reduced when Government Quarters or Special Benefits are available to family members. Some of the Components are granting a reduced SMA to their employees. DCPDS does not have the functionality to allow a percent of SMA to process and pay the employee; it only allows a category of SMA, not a percentage of SMA.

WORKAROUND:

Personnel: HR users must fax the SF-1190 (showing the reduction %) to DFAS Imaging for manual entry.

Payroll: DCPS will handle this problem through online entry by the payroll office. The DCPS system has a field in the entitlement record called "SMA RATE OF REDUCTION PERCENTAGE."

4. **Separate Maintenance Allowance (SMA) (Involuntary):** Department of State has published guidelines for SMA in the Department of State Standardized Regulations dated May 15, 2005, and effective May 1, 2005. The involuntary SMA is paid from a new table category with different rates than the voluntary SMA tables that DCPS maintains.

WORKAROUND:

Personnel: HR users will update SMA in DCPDS with the family category and reduction percentage, if required. HR users will fax a copy of the SF-1190 to DFAS Imaging that indicates the SMA entitlement is for 'Involuntary SMA'.

Payroll: Payroll technicians will make a manual pay adjustment for the difference between the Voluntary and Involuntary SMA each pay period. Information for determining the difference between the two SMA amounts can be found in DFAS System Management Office Memo dated September 28, 2005 (Published December 5, 2005).

5. **Foreign Transfer Allowance (FTA) Process:** FTA was previously identified as an entitlement that could be authorized through the 5EN process. The capability that was provided in the personnel system allows for input of a single dollar amount and is not available for all of DoD agencies' use. FTA is to be authorized in three different categories of payment defined by the DSSR, and cannot be properly supported through existing interface processes by either personnel or payroll.

WORKAROUND:

Personnel: FTA authorization must be submitted to the servicing payroll center in hard copy. The personnel office will ensure accurate preparation of the SF-1190 and worksheet DSSR 240 for submission to the servicing payroll center.

Payroll: The payroll center will accept the SF-1190 and manually implement the payment as appropriate. This workaround will remain in effect until the processes are developed and implemented in both DCPDS and DCPS.

Official Workaround Document: 01-0006
DCPS SCR X7711

6. **Correction of Effective Dates:** DCPDS design does not support correction of effective dates as these are control fields for many in-system data elements and processes. If an appointment action is input to DCPDS with an erroneous effective date, the action will have to be cancelled in DCPDS. The cancellation will not process at DCPS, but will be written to the payroll invalid report to allow for appropriate manual intervention. This procedure was established to avoid the inappropriate inactivation of a record for pay purposes when the action is to be re-input with corrected information.

WORKAROUND:

Personnel: If the employee is not being appointed and the DCPS record should be inactivated, notify the payroll technician and provide a copy of the appointment and cancellation NPAs. If the employee will be appointed with a new transaction, ensure the action is input with the new information immediately following the cancellation. Coordination with the payroll technician will ensure the payroll office takes the appropriate action.

Payroll: If the cancellation to an accession is received, contact the Personnel Office to verify if it is a true cancellation or just a change to the effective date and/or NOAC before taking any action. If it is a change to effective date, then change the new hire date effective through the employee update program. DO NOT USE SEPARATION CODE 95.

7. **Salary Caps Correction for Pay Plan AD Records:** Within DCPDS, pay plan AD is used as a catch-all for several different organizations – employees paid on either a per annum or per hour basis. For the per annum records, DCPDS is only applying Total Salary caps when personnel actions are processed. For the Adjusted Basic Salary (basic plus locality) caps, it is not all the same across the board so salaries are not being capped correctly in DCPDS. DCPS sets the salary cap for pay plan AD at Executive Level III (with locality) and Executive level IV (without locality). HR Pay500s are sending the

uncapped salary based on pay bands of tables which are incorrect if the pay caps are different from how DCPS has them established.

WORKAROUND:

Personnel: Regenerate all Pay500s where the employee meets the criteria mentioned above for incorrect pay caps and change the Basic Salary and Locality Pay amounts appropriately before saving. This would also include any non-numeric NOAs that store a supplemental record in payroll. See attached document for a list of the *non-numeric* NOAs that *DO require* regeneration and a list of *numeric* NOAs that *DO NOT* require regeneration.

Payroll: No action required



Form 08-0002
Attachment.doc

Official Workaround Document: 08-0002

B. RESOLVED Problems/Deficiencies since Last Issuance

None

Section II: DCPS KNOWN INTERFACE DEFICIENCIES/PROBLEMS

A. OPEN Problems/Deficiencies

1. **Pay Plans ED and EF:** Employees with Pay Plans ED and EF with pay basis of Per Hour (PH) and work schedule of either Part-time (P) or Full-time (F) are eligible to earn and use leave. DCPS is coded to reject Pay Plans ED or EF with pay basis of PH unless they are Intermittent (I).

WORKAROUND:

Personnel: HR users will submit a DFAS Remedy Ticket and fax the SF-50 to DFAS Imaging citing this workaround number each time a transaction is rejected back to personnel for the employees described above.

Payroll: Monitor the Personnel Interface Invalid Report (P6606R01) to identify transactions with the error message of PN and SCH, and error message number 9000 – INVALID VALUE IN FIELD(S). When this condition is found, verify the Pay Plan is either 'ED' or 'EF', pay basis is PH, and the SCH is either Full-time (F) or Part-time (P). To process the employee's record, the payroll office will change the pay basis to Per Day (PD), multiply the hourly rate by 8 hours for the daily rate and input this information.

The payroll office will also need to verify the re-employed annuity amount, if applicable.

IMPORTANT NOTE: This workaround is only to be used when the work schedule for employee is Full-time (F) or Part-time (P) and Pay Plan is 'ED' or 'EF'.

Official Workaround Document: 07-0003

2. **Movement of Retention Incentive between Permanent (P) and Temporary (T) Supplemental Records:** Employee is on a T sup when the Retention Incentive begins. When the T sup expires or is terminated, the employee would revert back to the P sup. Since the incentive was never under the P sup (started while on the T), a new transaction

would be needed to start the incentive under the P. It will not carry forward from the T to the P.

WORKAROUND:

Personnel: HR users will need to regenerate the NOA 827, Retention Incentive, with the effective date of when the employee reverted back to the permanent appointment.

NOTE: Employee who was on a P sup when Retention Incentive began and then received a temporary assignment, HR users should review Retention Incentive impact due to temporary assignment.

Official Workaround Document: 06-0001

3. **FEHB Pre-Tax Waiver:** FEHB Pre-Tax Waiver was implemented in October 2000 for all federal employees. SCR 04-12019-DoD was implemented to allow DCPDS to maintain the FEHB Pre-Tax Waiver information. A new non-numeric NOA "HBP" was created to flow the FEHB Pre-Tax Waiver value in position 86 of the PAY500 if updated by a user in DCPDS. This new process was implemented in Patch 57.4, fielded on June 19, 2005. DFAS has not implemented their SCR in DCPS, so when DCPDS flows a NOA "HBP" PAY500 to payroll, the transaction will reject back to personnel with Error #1016 – CODE/NUMBER NOT FOUND and Error Field NOAC.

WORKAROUND:

Personnel: HR users must fax the hardcopy Pre-Tax Waiver to DFAS Imaging citing this workaround number. The DFAS memo on FEHB Pre-Tax Waiver is available on this link: <http://www.defenselink.mil/dfas/money/civpay/P-00-13.pdf>

Payroll: Manually update the FEHB Pre-Tax Indicator on the employee's record.

Official Workaround Document: 05-0009

DCPS SCR #: X8939

4. **NOA 7## Transactions with Same Eff Date as NOAC 894/800:** NOAC 7## transactions with an effective date the same as a NOAC 894 or 800 transaction are processing out of order in some situations in the payroll system. If both transactions are processed into DCPS on the same run, even if on separate interface packages, DCPS is erroneously processing the NOAC 7## prior to the NOAC 894 or 800. Since NOAC 894 or 800 is always the first transaction effective on a day, it does not contain the changes on the 7## transaction causing the employee to have incorrect data. This will generally occur at the beginning of the pay period since DCPS holds all payroll packages until after final pass; thus multiple packages in the same run.

WORKAROUND:

Personnel: When both a NOAC 7## and 894 or 800 transaction are effective on the same day, first process the 894 or 800 transactions. Wait a minimum of one day before processing the 7## transaction to ensure the date portion of the Time/Date Stamp is not the same.

Official Workaround Document: 04-0009

DCPS SCR#: X8624

5. **Distance Learning for TP:** It has been brought to our attention that a system edit is causing all transactions to reject back to the personnel office in error for the Distance Learning Teachers. The problem occurs when DCPS edits the GLO ("must ='alpha'") for Department of Defense Education Activity (DoDEA) teachers with pay plan TP. The

Distance Learning Teachers are located stateside (numeric GLO), yet maintain the TP pay plan.

WORKAROUND:

Personnel: HR users must fax the SF-50 to DFAS Imaging citing this workaround number.

Payroll: The payroll office should manually input any transactions that reject back to Personnel on the Returns to Personnel Report P6606R03 for the above reason. The error report will show the Error Field as PN (Pay Plan) and GLO (Geographic Location) with error message “9000 – INVALID VALUE IN FIELD(S).” The GLO should remain “alpha” in DCPS.

Official Workaround: 03-0017

DCPS SCR #: X9904

6. **Retroactive Pay Adjustments for Transferred Employees Who Are Remaining in the same Payroll Office:** If an employee transferred to another Component/servicing Component after the retroactive pay adjustment effective date, yet remained in the same payroll office, the losing Component/servicing Component will process the pay adjustments and all corrections to transactions through the date of transfer. Since these employees are now serviced by another Component/servicing Component, the transactions will reject back to Personnel without updating the employee’s record. Current DCPS edits will not allow these types of transactions to be processed if they are received from a different Component/servicing Component than the one currently providing service to the employee.

WORKAROUND:

Personnel: HR users must fax the SF-50 to DFAS Imaging citing this workaround number.

Payroll: Manually enter the pay adjustment action to allow for timely payment to employee. DO NOT change the employee’s servicing Component to the value on the SF-50 when entering these transactions.

NOTE: This is a workaround to be used only for the retroactive pay adjustments and intervening actions for transferred employees processed by the losing Component/servicing Component yet remaining in the same payroll office.

Official Workaround: 03-0008

7. **Student Firefighters (Occ Series 0099):** Student Fighters (Occ Series 0099) are entitled to the same pay provisions as Occ Series 0081 Firefighters when their hours scheduled change from 40 to 72 hours per week. The processes that were developed to manage the new firefighter pay calculations do not recognize the employees as firefighters because of the Occ Series assigned. Extraordinary processing is necessary to ensure student firefighters are properly paid.

WORKAROUND:

Personnel: HR users must fax each SF-50 to DFAS Imaging citing workaround number.

Payroll: Manually enter the appropriate information including changing the Occ Series from 0099 to 0081 to ensure the Student Firefighter is paid correctly and apply the new firefighter pay calculation processes.

Official Workaround: 02-0006

8. **Rehire FEHB Error on Accession Action:** The personnel office is flowing new hire transactions for employees that were previously separated from the database. These transactions have a FEHB plan of “ZZ” and the FEHB status of “Y.” When this happens, DCPS is attempting to access the active “WG” deduction record. Some of these employees no longer have an active (date-end = 999999) “WG” deduction record. Therefore, the transaction is rejecting back to Personnel on the Returns to Personnel Report P6606R03 with error message “25 FEHB ID.”

WORKAROUND:

Personnel: When the transaction is rejected, HR users must fax SF-50 to DFAS Imaging citing this workaround number.

Official Workaround: 02-0001

DCPS SCR #: X8617

9. **Chaplains on FB Pay Basis:** Chaplain Pay500 actions are erroneously rejecting back to Personnel because of their FB pay basis. Pay basis FB is valid for chaplains in the personnel system, but not recognized in DCPS because of the unique factors that have to be taken into account to determine their pay entitlement. Air Force Personnel has asked that the interface for Chaplains stop being returned to them because of the FB pay basis that is valid to Personnel. In lieu of rejecting the actions back to Personnel, the interface actions for Chaplains should be displayed on the payroll office Personnel Interface Invalid Report (P6606R01) for payroll review and manual intervention.

WORKAROUND:

Personnel: HR users need to ignore payroll rejects for these Chaplain Pay500 actions.

Payroll: Monitor the Returns to Personnel Report (P6606R03) for rejects on Chaplains (Pay Basis = FB), and take appropriate action, if necessary. Manual payments to these employees will continue.

Official Workaround Document: 01-0009

DCPS SCR #: X8466

10. **Temporary Supplemental Data on RECON File:** The DCPS reconciliation process is erroneously reverting to superceded 'T' (Temporary) Supplemental records. This occurs when there are numerous 'T' supplementals, and the most recent one is no longer in effect. As a result, Personnel will flag this as a problem and submit it to payroll for their action.

WORKAROUND:

Payroll: HR users need to review the reconciliation sent by Personnel. If DCPS did send data from a superceded 'T' supplemental, ensure that the information from Personnel matches the most recent record in effect in DCPS.

Official Workaround Document 01-0004

DCPS SCR #: X8002

11. **Teacher Hired during Summer Recess:** When a teacher is hired during the summer recess period and the new hire effective date is then changed to a date greater than or equal to the SY (school year) begin date, the system is not setting the Supplemental Employee Status Code to ‘A.’ Furthermore, once the payroll office changes the Status Code to ‘A’, DCPS does not reset the Scheduled/Classroom Days Remaining based on

the new effective date if the date is greater than the SY begin date. This will cause the employee to be paid at an incorrect rate.

WORKAROUND:

Personnel: No intervention is necessary by Personnel.

Payroll: If this situation occurs, the payroll office must access the new hire supplemental and change the Status Code to 'A' and the Grade to one for a principal (K* or L*). Once that change is accepted, again access the same supplemental and change the teacher's grade back to the correct value. This will trigger DCPS to set the correct Scheduled and Classroom Days Remaining.

Official Workaround Document 00-0006

DCPS SCR #: X7449

12. **LQA/TQSA Overlap:** Effective June 21, 1999, the DSSR was changed to allow agencies to permit simultaneous payment of both Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) for up to five days after vacating residence quarters when heavy cleaning is required by the real estate agent and/or the lessor. CPMS further delegated that authority in a memorandum date July 18, 1999.

WORKAROUND:

Personnel: HR users must fax the SF-1190 to DFAS Imaging citing this workaround number.

Payroll: Manual intervention is required by payroll.

DCPS SCR #: X7130

13. **PSEUDO Social Security Numbers:** DCPS and DCPDS cannot accept more than one position of employment under a single SSN. For example: An employee has two part-time positions, one at Army and one at DoDEA.

WORKAROUND:

Personnel: The first Component hiring the employee should use the real SSN. The second Component should hire the employee under a PSEUDO SSN.

DCPS SCR #: X7083

14. **Auto Roll Part 2 – NOACs 001:** Auto Roll Part 1, DCPS Release 01-1, implemented the processing of 'late original' actions through to subsequent actions as applicable. Auto Roll Part 2 will include processing to roll through the following types of actions (which were not included in Auto Roll Part 1) received on the interface: Cancellations (001). Entitlement Terminations (5ED) was fielded in Release 06-3, September 1, 2006.

WORKAROUND:

Personnel: Send the required documentation to the payroll technician, if required.

Payroll: The pay technician must manually intervene to roll the changes forward through the current date.

DCPS SCR #: X7039 – Contains NOAC 001

15. **Separations with Temporary "T" Supplementals:** When processing a separation transaction, DCPS end dates any "T" supplemental in effect at the time of separation one day prior to the effective date of the Separation. This causes the employee to be paid

using the “P” supplemental on the date of separation rather than the “T.” This affects employees whose pay rate is different on the “P” and “T” supplemental records. Also, it will affect accounting if the Activity or Organization is different on the “P” and “T” supplemental records.

WORKAROUND:

Personnel: HR users should notify the payroll technician to manually intervene to adjust the employee’s rate of pay. No SF-50 is required.

DCPS SCR #: X6867

16. **DCPS Terminating Entitlements:** When a Foreign Entitlement is terminated, DCPS is erroneously terminating the entitlement one day early. DCPS terminates entitlements at the beginning of the day instead of at the close of business. This does not include those entitlements that are automatically terminated when a loss transaction flows from a losing personnel office.

WORKAROUND:

Personnel: HR users should enter the effective date of the termination of entitlement one day greater than the true termination effective date.

DCPS SCR #: X6826

17. **Lump Sum Entitlements:** Currently, separating employees with a lump sum entitlement that covers a period affected by a pay raise do not have lump sum entitlements calculated with the new pay rate.

WORKAROUND:

Payroll: The payroll technician must use the new pay tables to calculate the rate for employees with salaries not on the pay table, i.e., GM, NSPS, Demos, Retained Grade/Pay. The pay technician must contact Personnel for the new rate of pay.

DCPS SCR #: X6800

18. **Post Allowance for Principals/12 Month Educators during Leap Year:** Currently, DCPS determines the division factor for Post Allowance for Principals/12 month educators the same as regular employees using calendar year (JAN 1 – DEC 31) instead of School Year (AUG 1 – JUL 31). During leap years the division factor is set at 366 in January. Since these employees are paid on a school year basis, this will create an incorrect calculation during Leap Years. The 366 division factor should begin for these employees AUG 1 and continue until JUL 31. Beginning AUG 1 the division factor should return to 365.

WORKAROUND:

Payroll: The payroll technician must manually monitor post allowance for principals/12 month educators each pay period to ensure post allowance is paid correctly. No SF-50 is required.

DCPS SCR#: X6706

19. **DoDEA Transactions & Supplemental Status:** Allow DoDEA transactions to process regardless of supplemental status in DCPS. Transactions flowed on the interface are being rejected due to a DCPS edit if the effective date is during non-pay status.

WORKAROUND:

Payroll: Manual intervention is required by payroll. The payroll technician must return the educators to a pay status and then place them back in a non-pay status once actions have processed in DCPS. No SF-50 is required.

DCPS SCR #: X6421

20. **Annual Leave & Home Leave Usage for Pay Plan TP:** DCPS does not recognize grandfathered annual and home leave for educators/administrators who changed from GS pay plan to TP pay plan.

WORKAROUND:

Personnel: Timekeepers must manually track annual and home leave usage. Customer Service Representatives should notify pay technicians of usage and have the pay technician manually adjust the leave balances.

DCPS SCR #: X6189

21. **Pay Changes on Educators in Non-Pay Status:** Educators who are currently in LWOP status are receiving pay adjustments that could cause an overpayment of salary.

WORKAROUND:

Payroll: Pay technicians must manually audit pay records for educators to determine if the educator was overpaid due to 190 (number of days in classroom) or 222 (when school starts and ends) rate differences.

DCPS SCR #: X5889

22. **Delete Foreign Entitlements:** DCPS does not send a reverse interface transaction to DCPDS to delete certain entitlements when Department of State changes the authorized percentage to zero. This requires Personnel to manually input a deletion to foreign entitlements on each affected employee.

WORKAROUND:

Personnel: Post Differential and Danger Pay should be terminated in DCPDS when authorized percentage is changed to zero by Department of State. Post Allowance authorizations must remain in DCPDS as percentages fluctuate frequently.

Payroll: The payroll system will properly apply the percentage variations as appropriate.

DCPS SCR #: X5414

23. **Reemployed Annuitants (Offset):** Employees that retire under another Component retirement system and are hired by a Defense Component are “reemployed annuitants” and are subject to “offset.” DCPS does not allow an annuity amount to be entered on employees with an annuitant indicator of 9 and retirement code of 4.

WORKAROUND:

Payroll: There is nothing the payroll technician can do to input this action. The payroll technician must contact the DCPS Customer Support office.

DCPS SCR #: X5200

24. **Date Last Equivalent Increase/Reverse Interface:** Since Date Last Equivalent Increase is not applicable to all employees, it is not a required data element. If the field is left blank, it will not reject at payroll. This field is used to start the flow of LWOP hours

back to Personnel, and could cause an erroneous WGI to be generated if non-pay hours are not properly accumulated.

WORKAROUND:

Payroll: The payroll technician needs to enter the Date of Last Increase when appropriate.

DCPS SCR #: X5052

25. **Suspensions not Served Consecutively:** When a suspension is not imposed on consecutive workdays, the suspension must be input manually by the payroll office. The only way the payroll technician knows to break out the workdays of the suspension is from the annotated SF-50 remarks. Since DCPDS does not send remark information automatically to DCPS, the suspension SF-50 must be sent to the payroll office. For example: Suspension is effective 03-29-98 with an NTE date of 6-30-98. However, the employee's suspension will be imposed 3-29-98 through 4-4-98; 4-26-98 through 5-2-98; 5-24-98 through 5-30-98 and 6-21-98 through 6-30-98.

WORKAROUND:

Personnel: HR users should notify the payroll technician of the suspension action. Ensure that all of the workdays or dates are in the remark S77. Send the SF-50 with the remarks to the payroll technician and alert them that the action must be monitored and manually input for each imposed suspension workday or dates.

26. **Home Leave for Employees Deployed TDY 12 Months or Longer:** When an employee is TDY or on Temporary Assignment to a location with the Country Code of IZ** or AF**, DCPS will not allow them to accrue Home Leave due to the fact the accrual is based on the Permanent Supplemental Record's GLO. The employee must be in one of these Country Codes for 12 months or more before becoming eligible to earn and use this leave.

WORKAROUND:

Personnel: HR users should submit a payroll office remedy ticket with the workaround number in the title of the remedy ticket. The remedy ticket should identify the employee's information to include Home Leave Accrual Start Date, Date of Eligibility and Accrual Rate (15 days if in IZ** or AF**).

Payroll: The Payroll Technician will submit a DCPS remedy ticket (DAR) to include the Accrual Start Date, Date of Eligibility and Accrual Rate. A DMLO will be done to add this information to the employee's leave record.

Official Workaround Document 09-0001

DCPS SCR #: Y1562

27. **Senior Professional Performance Act of 2008:** DCPS does not set the correct salary caps for the SL/ST/SQ/IP employees since the change based on the Senior Professional Performance Act of 2008. The minimum rate of basic pay under the new SL/ST pay system will continue to be 120 percent of the minimum rate of basic pay payable for GS-15 (\$117,787 in 2009). The maximum rate of basic pay will be the rate payable under the new SL/ST pay system which will be EX-II if covered by a certified performance appraisal system OR EX-III if covered by a non-certified performance appraisal system.

DCPS currently sets the Basic salary cap for the SL/ST/SQ/IP community at EX-IV (if

locality percentage is zero) or EX-III (if locality percent is greater than zero). HR will interface the salary fields on the Pay500 based on the new rules in place where the Basic and Locality have been combined and are now considered the new Basic Salary (which will be higher than the EX-IV level). It is anticipated that DCPS system will be fixed in their 09-3 Release, at which time this workaround will be rescinded.

Personnel: For Request for Personnel Actions that are effective 12-April-2009 and beyond, HR must regenerate these actions and change the Pay Rate Determinant (PRD) to reflect value "C". This would also include any non-numeric NOAs that store a supplemental record in payroll. Please the attached for a list of the *non-numeric* NOAs that *DO require* regeneration and a list if *numeric* NOAs that *DO NOT require* regeneration.



Form 09-0002 Atch
Revised May 09 Senic

Official Workaround Document 09-0002
DCPS SCR #: Y2796

28. **Pay Plan IG not Recognized in DCPS:** Per the IG Reform Act, OPM has established a new Pay Plan "IG". This pay plan has been established in DCPDS but no in DCPS. DCPS does not currently recognize Pay plan "IG" as a valid pay plan.

Personnel: For actions updated on employees with the "IG" pay plan, HR uses will need to regenerate that personnel transaction Pay500 and change the pay plan to "AD" and the Pay Rate Determinant (PRD) to "C". This regeneration will ensure the employee will be paid at the correct amount.

Official Workaround Document 09-0003
DCPS SCR #: Y3169

B. RESOLVED Problems/Deficiencies since Last Issuance

1. **New Hire Erroneous Reject:** A new hire transaction was received for an employee that had separated and received severance pay 2 years prior. This action rejected to the Personnel PAYNEW and sent an FYI notification to DFAS via their Payroll Invalid Report (P6606R01). The Pay Status report will reflect the Personnel PAYNEW reject but not the Payroll Invalid. The error message on the reject was "3023 EMPLOYEE SERVICED BY A DIFFERENT COMPONENT." The PDS Driver program is not recognizing Employee Status Code = S. X5979 in Release 99-3 impacted this area and added logic to include Status Codes "P", "X" and "T." This employee has a Status Code = "S."

WORKAROUND:

Personnel: HR users must fax the SF-50 to DFAS Imaging citing this workaround number.

Payroll: The new hire action must be manually entered.

Official Workaround: 04-0003
DCPS SCR #: Y0108

Fixed: DCPS 09-2 Release, June 7, 2009

2. **PCA for Dentist Additional:** Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance (PCA). Current DCPS edits allow only Doctors to receive these payments. When Personnel sends a transaction such as a pay adjustment for a Dentist entitled to Physician's Comparability Allowance, DCPS changes the Employee Type Code to "R." Because the Employee Type code is other than "D", the PCA entitlement is autodeleted and a reverse interface file is sent to Personnel alerting them to the change in the employee's PCA entitlement.

WORKAROUND:

Personnel: Notify the payroll office of the erroneous reverse interface file. HR users will also need to restart the PCA entitlement effective one day after the erroneous termination.

Payroll: Change the Employee Type code to "D" through Employee Update. Once the Employee Type code is changed, enter the Physician's Comparability Allowance.

Official Workaround: 03-0005

DCPS SCR #: X9108

Fixed: DCPS 09-1 Release, March 1, 2009

3. **PCA for Dentists (Erroneous PAYNEW):** Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance. Current DCPS edits only allow Doctors to receive these payments. The transactions for Dentists are rejecting back to Personnel with error message "1005 – EMPLOYEE IS INELIGIBLE." Personnel cannot correct or resend the transaction.

WORKAROUND:

Personnel: HR users must submit a DFAS Remedy Ticket and provide the PCA information/effective date to Payroll citing this workaround number.

Payroll: Change the Employee Type Code to 'D' through Employee Update. Once changed, enter the Physician's Comparability Allowance.

Official Workaround: 02-0012

DCPS SCR #: X9108

Scheduled fix: DCPS 09-1 Release, March 1, 2009

4. **Premium Pay for Emergency Medical Series 640:** Emergency Medical employees, Occ Series 640, are occasionally entitled to Standby Premium Pay when hours scheduled exceed the normal 40 hour work schedule. DCPS requires modification to properly compute pay and leave for these employees. For clarification, these employees are entitled to Standby Premium Pay and are NOT covered under the firefighter pay legislation.

WORKAROUND:

Personnel: Affected records must be coded with a valid Standby Premium Pay Indicator codes N thru W. Hours scheduled must exceed 40 weekly/80 bi-weekly.

Payroll: Please see attached "New EMT Workaround" document and "Worksheet For Computation Of FLSA Overtime For EMT's."



Form 03-0002
Attachment 1.doc.



Form 03-0002
Attachment 2.xls.

Official Workaround: 03-0002

DCPS SCR #: X5614

Fixed: DCPS 09-2 Release, June 7, 2009

5. **Physicians Comparability:** When NOA 5EN is sent to payroll to add or change Physicians Comparability Allowance (PCA), the action will not update if there is a NTE date in payroll. For example: Personnel send a 5EN with an effective date of 990804 to payroll. The action fails to update at payroll because a PCA NTE date of 990914 exists at payroll. The NTE date must be removed.

WORKAROUND:

Personnel: HR users will need to send NOA 5ED to terminate the PCA entitlement when appropriate.

Payroll: If a PCA entitlement is not updated in payroll due to date edits, the payroll technician must reset the NTE Date on the existing entitlement record to one day less than the effective date of the new record. The new entitlement can then be established without a NTE date.

DCPS SCR #: X7988

Fixed: DCPS 09-1 Release, March 1, 2009

6. **NOA 755 Exception to Release NTE Date:** When a NOA 755 is processed in DCPDS, the LWP NTE date is flowing in positions 397-402 on the Pay500. DCPS is rejected the Pay500 transaction back to personnel with error number “61-Temp Appt Expire” since DCPS is coded to look for the NTE date in the Appt NTE Date (positions 373-378) rather than the NTE Date (positions 397-402). This is also happening when HR processes a Correction the NOA 755 action (NOA 002/755) to change the LWP Date.

WORKAROUND:

Personnel: HR users should regenerate the NOA 755 Pay500 and type the NTE date into data field Temp Appt NTE (positions 373-378) and remove the value in data field NTE Date (positions 397-402). When a correction to the NOA 755 is processed to change the LWP NTE date, HR user should regenerate the NOA 002/755 Pay500 and type the NTE date into data field Temp Appt NTE and remove the value in data field NTE Date.

DCPS SCR #: Y2632

Fixed: DCPS 09-2 Release, June 7, 2009

Section III: SPECIAL INTERFACE ITEMS AND INFORMATION

A. DCPS Invalid Rejects to Personnel

ERRONEOUS REJECTS: The following are payroll rejects returned to Personnel erroneously. If you are receiving other reject reports that you believe may be invalid, please provide a copy of (1) the reject report; (2) the PAY500 screen reflecting the action being rejected; and (3) a copy of the SF-50 associated with the action, if appropriate, to your Component representative.

1. **FEHB Terminations/Return to Duty for Reservists:** Employees who are called to active duty (NOA 473) and/or return to duty (NOA 292) have the option to terminate and/or restart their FEHB deductions, but DCPS will reject a FEHB transaction when it is either terminated on a date other than the end of a pay period or restarted on a date other than the beginning of a pay period. To prevent these rejects, HR users have been either terminating the FEHB at the end of current pay period or at the end of the previous pay period and following the same practice for restarting the FEHB deductions. Payroll cannot manually process a FEHB transaction in DCPS in these situations. Therefore, FEHB deductions are not being prorated at DCPS.

WORKAROUND:

Personnel: HR users must restart/terminate the FEHB with the true effective date (which may be other than the beginning/end of the pay period). If the effective date is other than the beginning/end of the pay period, the FEHB transaction will fall to the Payroll Invalid Report. To follow-up, HR users must fax a spreadsheet with employee's name and restart/termination effective dates to DFAS Imaging citing this wokraround number.

Payroll: Payroll will enter the FEHB termination with an end of pay period effective date and/or restart with the beginning of pay period effective date; then process a manual pay adjustment to prorate the FEHB deduction. See payroll office memo for proration formula.

Official Workaround: 07-0008



P:\WORKAROUNDS\
OFFICIAL WORKARO

2. **Dispatchers (Occ Series 2151):** DCPS is erroneously rejecting back to Personnel transactions for Dispatchers (Occ Series 2151) when the weekly hours are greater than 40 with a full time work schedule. The reject reports as 9000-Invalid Value in Field(s), Error Fields "Schedule" and "Hours."

REQUIRED ACTION:

Personnel: HR users must fax the SF-50 to DFAS Imaging citing this workaround number.

Payroll: Payroll must manually enter the SF-50.

Official Workaround: 04-0005

DCPS SCR: Y0221

3. **NOA 002 Correction:** NOA 002 is erroneously being rejected by DCPS back to Personnel when they are expecting the Basic Pay field to be included on certain correction actions. This seems to be happening on actions where a data element that is being corrected would normally include a change in the salary, i.e., Pay Basis, Pay Table ID.

REQUIRED ACTION:

Personnel: HR users must notify the payroll technician of the action and have them manually input the action. Provide a copy of the SF-50, if needed.

DCPS SCR #: X6680

4. **NOA 703 and CAO:** DCPS does not accept NOAs 611, 703, or 921 on a CAO action when there is a change in payroll office. DCPS doesn't consider a temporary action to be a "new hire" to the payroll system. NOAs 611, 703, or 921 actions reject back to Personnel with error message "9002-Employee SSN Not Found." Another payroll reject will be received from the losing payroll office with error message "9004 – Invalid attempt to add change delete or view" because the losing payroll cannot handle a NOAs 611, 703, or 921 loss actions.

REQUIRED ACTION:

Personnel: HR users must notify both the gaining and losing payroll technician to manually input the loss and gain action. Both gaining and losing payroll will need a copy of the appropriate SF-50.

DCPS SCR #: X6416

5. **NOA 872 Time Off Awards:** Time Off Award is being rejected by DCPS for intermittent employees. Even though the awards are authorized by OPM regulation, DCPS programming was not put in place to accept the award.

REQUIRED ACTION:

Personnel: HR users must notify the payroll technician of the action and have them manually input the action. They will need a copy of the SF-50.

Payroll: Procedures have been documented in the DCPS manual.

DCPS SCR #: X6220

6. **Invalid Payroll Reject Selection Criteria:** If a data element passes the DCPDS edits, DCPS has separate edits that erroneously reject the action back to Personnel. DCPS should be dropping these types of system edits to the payroll invalid report for research.

REQUIRED ACTION:

Personnel: HR users must notify the payroll technician that the action being sent is valid and should be processed manually. For example: If a pay plan is on the DCPDS tables, but not on the DCPS tables, have the action fall to the payroll invalid report for table verification rather than reject the action back to Personnel.

DCPS SCR #: X5256

B. DCPDS Processing Guidance for Special Situations

1. **Repayment of Separation Incentives (VSIP) as a Condition of Re-employment:** Any individual receiving a buyout, who accepts employment with the Government of the United States (including employment in NAF instrumentalities or with an agency of the United States through a personal services contract) within 5 years after the date of separation on which payment of the buyout is based, shall be required to repay the entire amount of the buyout (before taxes) to the Department of Defense.

PROCESSING GUIDANCE:

Personnel: When employees are rehired and, as a condition of re-employment, are required to repay their VSIP, HR users must notify the payroll office via Payroll Remedy Ticket (and fax the separation SF-50/rehire SF-50 to DFAS Imaging (or attached to remedy ticket).

Payroll: With the notification from HR, the current payroll office will research the pay history of the employee, determine what payroll office paid the VSIP when the employee separated and forward the information to the losing payroll office. Losing payroll office would then issue the debt letter to the employee.

2. **Pay Cap Limitations:** For employees placed on retained rates, there is no edit in DCPDS to cap the employee's pay at 150% of the current pay plan and grade. However, payroll has an edit and will cap the employee's salary at 150% of the current pay plan and grade. The 150% limitation should only be applied for the first time employee is placed on retained rates and should not be applied again when employee changes positions but remains on retained rate.

PROCESSING GUIDANCE:

Personnel: HR users will need to fax the SF-50 (with a remark that documents the grade the employee had when placed on retained rate the first time) to DFAS Imaging and submit a Payroll Remedy ticket when individuals should not have their pay cut back as a result of a subsequent transaction.

Payroll: Payroll technicians should change the grade on the supplemental record to the grade the employee had when placed on retained rate the first time. This information will be in the remarks of the SF-50. Payroll technicians need to correct the employee's retirement to reflect the correct grade for the current position.

3. **Separation Gain/Loss Flag:** When an employee separates and HR knows that employee is being rehired, HR users input a code of "R" (Person will be reappointed shortly after separation) on the separation action so the lump sum annual leave will not be paid. An example is when the employee separates from an Appropriated Fund position and is rehired under NAF. However, when HR users process a Correction to the Separation for that employee that Pay500 transaction does not reflect the gain/loss flag; therefore, DCPS is flipping the separation code and the lump sum annual leave is being paid out. Since DCPS does not store the gain/loss flag code, the pay technician does not know the lump sum annual leave should not be paid out.

PROCESSING GUIDANCE:

Personnel: HR users will need to fax the SF-50 with remark on original separation and corrections that employee is being reemployed in order not to pay out lump sum annual leave and generate SF-1150 to DFAS Imaging. HR users will need to submit a Payroll Remedy ticket that lets the pay tech know the employee separated and the lump sum annual leave should not be paid out based on the retroactive actions.

Payroll: Payroll technicians should ensure that the lump sum annual leave payment is not automatically paid.

4. **Temporary Emergency Work and FLSA Exemption Status:** If an employee whose position of record is classified as FLSA-exempt is temporarily assigned to perform work that is identified as FLSA-nonexempt (i.e., covered by the FLSA) in connection with an "emergency" (as defined in 5 CFR 551.104), the agency must determine, on a work week-by-work week basis, the FLSA exemption status of the employee while he or she is performing emergency work.

PROCESSING GUIDANCE:

Personnel: HR users will need to submit a manual payroll workaround with the Pseudo SF-50 to the CPMS Pay Team.

NOTE: This is very important. A new payroll workaround would be required for subsequent transactions prior to their return to any overseas area. Also, it is especially important for retroactive transactions that are sent after the employee's return that have an effective date that falls during the emergency period. If those transactions are interfaced with the FLSA 'E' value, the employee will be indebted unless the payroll office is notified immediately so they can change the FLSA status to 'N.'

5. **Cancellation Actions:** When HR users submit multiple transactions effective the same date, DCPS only stores one NOAC per day – the last one received from HR. The first NOAC will be written to the retirement card and the second NOAC will be reflected in the system. Example: When NOAs 893 and 702 are processed with the same effective date, DCPS will only show the last record on hand – NOA 702. If the user cancels the NOA 893, the NOA 702 will remain in the system and payroll will remove the NOA 893 from the retirement card. If the user cancels the NOA 702, the employee's record will revert back to the last record prior to both NOAs being processed and pull that information up to current date. If the NOA 702 action will not be reprocessed, HR users will need to regenerate the NOA 893 Pay500 to ensure employee will be paid for the WGI.

PROCESSING GUIDANCE:

Personnel: HR users should verify cancellation actions and re-flow any Pay500s that initially were written to the retirement card, if the second NOA will not be reprocessed in HR.

6. **Cancellations to Separations Processed in Prior Pay Period:** When a separation is final in DCPS (meaning the pay period in which the separation processed in DCPS has closed), the only way for it to be cancelled or to change the effective date is online by payroll. **DCPS rejects all cancellations for a prior pay period separation to the payroll invalid report.** Payroll must then manually cancel or change the effective date depending on what HR is requesting. Problems occur when HR users flow to DCPS a cancellation to the separation, another separation with a different effective date and/or new appointment transactions, all on the same day. Since the separation has not been cancelled online by payroll, the new separation rejects along with the cancellation to the original separation; therefore, the new appointment (or conversion type) transaction processes. The separation cannot be cancelled and the employee now has a new EOD date, in addition, to other issues.

PROCESSING GUIDANCE:

Personnel: If HR users are only correcting the effective date of the separation action (i.e., they cancel the separation action and then re-input the separation action with a different effective date), HR users should submit a Payroll Remedy ticket explaining that the effective date of the separation is changed. HR users should hold new appointment (or conversion type) actions until they have verified payroll has changed the effective date of the separation.

Payroll: Payroll technicians should modify the effective date of the separation.

7. **NAF Retirement:** HR users process an appointment with the wrong retirement plan (FERS) for employees who wish to retain their NAF retirement plan. When HR users

process a correction to the retirement plan so that the employee retains their NAF retirement plan, the NAF retirement will not be offset against FERS unless the payroll office manually intervenes to make the appropriate timely corrections.

PROCESSING GUIDANCE:

Personnel: When HR users send this type of retirement correction to payroll, a Payroll Remedy ticket needs to be submitted in order for the pay technicians to make the corrections on a timely basis.

8. **Retirement Annuity Annual Increases:** Annual increases to retirement annuity are adjusted by the payroll office. The payroll office usually receives the new yearly amount from the Customer Service Representative (CSR) and manually enters the monthly amount in DCPS.
9. **Processing Extensions on Appointments with NTE Dates:** When processing an Extension of NTE (NOA 7XX) action in the legacy system, the effective date was automatically set by the system as the NTE date plus 1 day. This is not the case in DCPDS today.

In DCPDS, when an appointment with an associated NTE date is produced, DCPDS will generate a Termination-Exp of Appt (NOA 355) RPA through the suspense process fourteen days (14) prior to the effective date of the NTE date. This RPA is viewable in the cancellation/correction process when you select pending actions. The 355 will reside in the cancellation/correction process until one day prior to the actual effective date when it will update unless action is taken.

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
14-Jul-04	Sys updates the 355 Termination – Exp of Appt effective 15-Jul-04
15-Jul-04	System prints the 355 Termination – Exp of Appt

If the user processes a projected conversion/extension action:

When the user processes a projected extension (7XX) or conversion (5XX) action (and the RPA effective date is as a minimum two days prior to the NTE date), DCPDS will automatically re-route and delete the system-generated NOA 355 RPA.

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
05-Jul-04	Input 7XX action effective 13-Jul-04 inputting the correct NTE (this RPA can be initiated on an earlier date) and update HR
05-Jul-04	Check Cancellation/Corrections to ensure the 355 has been removed and rerouted to the Suspense/WGI inbox. When the next Suspense is executed, the 355 RPA will be deleted at this time – it is not necessary for a user to delete it by using the RED X capability.

If the user processes a current or past-dated conversion/extension action:

When a user cannot process a projected conversion/extension with an effective date of two days prior to the NTE date, the 355 RPA should be rerouted to the Suspense/WGI inbox.

The conversion/extension should then be updated and after the conversion/extension action (5XX/7XX) has consummated in DCPDS and the Assignment/US Fed Assignment NTE dates have been updated with the new NTE dates, the 355 RPA can be deleted using the RED X capability. Rerouting the 355 RPA to the Suspense/WGI inbox will prevent futures from updating the RPA. If you delete the 355 prior to the effective date of the 5XX/7XX, another 355 RPA will generate the next time Suspense is run. Bottom line, leaving the <Re-routed> RPA in the WGI/Suspense box until after the action has consummated in DCPDS will prevent the regeneration of the Termination – Exp of Appt 355.

Example:

15-Jan-04 Appt NTE 15 Jul 04 effective 15-Jan-04
 01-Jul-04 System creates a 355 Termination – Exp of Appt
 13-Jul-04 Input 7XX action effective 13-Jul-04 inputting the correct NTE (this RPA can be initiated on an earlier date) and update HR
 13-Jul-04 Check Cancellation/Corrections to ensure the 355 rerouted to the Suspense/WGI inbox
 16-Jul-04 Respond to the 355 in the inbox and delete it using the “RED X” capability.

10. **Correction to NTE Date:** The NTE Date field located in positions 397-402 of the Pay500 character interface format is used to flow various NTE that would not be appropriate for use with any other NTE date, i.e., unique to a specific NOA and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field. If correction is required to one of the values contained in the table that will remove the date, the system will write “*” to the NTE Date in the interface transaction. DCPS cannot determine which field is being spaced out and, therefore, spaces out all of the identified fields.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN NTE DATE FOR:
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE
772	Furlough NTE (New value)
773	LWOP NTE (New Value)

PROCESSING GUIDANCE:

Personnel: If one or more of the NTE dates should contain values after the correction is processed, the user must notify the payroll technician and request the field be manually updated to restore the value.

11. **Entitlements Edits in DCPDS:** DCPDS has only minimal editing to ensure that the amount or percentage input for each of the 16 possible entitlement types is reflected in the appropriate format to produce a valid payment amount. Input of an erroneous combination or value format can result in substantial over- or under-payment to the employee.

PROCESSING GUIDANCE:

Personnel: Ensure the entitlement amount/percentage is input in the correct format and that the correct entitlement code has been selected for the transaction. The following table will assist with the validation. Decimals reflected in format are assumed – do not include them in the input. They are shown to properly identify the meaning of values being authorized. *Reminder: Not all of the identified entitlement types are authorized for use by all agencies. Please be certain of your Component policy before input of these entitlement authorizations.*

Entitlement Code	Entitlement	Amount or Percentage Format
2	Education Allowance – Education Travel	Annual Amount (i)
A	Fringe Benefits	Hourly Amount
C	COLA (Non-Foreign for Alaska, Hawaii, Guam,	Percent (22.50) Input 0002250
D	Non-Foreign Post Differential	Percent (2.50) Input 0000250
I	Subsistence Expense Allowance (SEA)	Daily Amount (iii)
J	Temporary Quarters Subsistence Allowance (TQSE)	Daily Amount (iii)
K	Tropical Differential	Annual Amount (ii)
L	Benefit Allowance – GTMO	Annual Amount or Hourly Amount (based on assigned Pay Plan)
M	Physicians Comparability Allowance	Annual Amount (i)
N	Remote Site-Offshore Allowance	Daily Amount (iii)
O	Recruitment Incentive	Percentage
S	Special Retention Allowance	Annual Amount
X	Foreign Language Proficiency Pay (FLPP)	Pay Period Amount (iv)
Y	Extra Curricular Activity/Stipend	Annual Amount (i)
Z	Extra Duty (Dorm Supervisory)	Annual Amount (i)

12. **Thrift Savings Plan (TSP) Dates:** Date fields associated with TSP information have very specific criteria for determining appropriate values. While automated systems can provide editing to help ensure validity of data input, the users of the system are expected to be knowledgeable in their area of responsibility and able to determine the appropriate values needed. DCPDS does not provide “save me from myself” editing in a lot of areas including TSP date fields. As a result, erroneous dates input with TSP are, in most cases, rejected from the payroll system.

HR 1256 includes the TSP Enhancement Act of 2009 which eliminates the waiting period for employees covered under FERS to receive Agency Automatic (1%) and Agency Matching Contributions. Under this Act, FERS employees newly hired/rehired after the Act has been signed or FERS employees currently employed and waiting until the second election period to become eligible for agency contributions will immediately be eligible for the Agency Automatic (1%) contributions. In addition, if the FERS employee is already contributing to TSP, the employee becomes eligible for the associated Agency Matching Contributions. HR 1256 was signed by the President on June 22, 2009.

PROCESSING GUIDANCE:

Personnel: It is imperative that the DCPDS user ensure the accuracy and validity of the input. Following is a description of each of the TSP data fields, most frequent erroneous TSP date fields, and assistance in determining the appropriate values. TSP information can be found in DCPDS by navigating to People Enter and Maintain/Assignment/Entries/TSP.

Status Date: Reflects the date that current TSP status became effective. A newly appointed employee will have a value equal to the effective date of the appointment unless TSP is being transferred in from another Component. The status date will change when an employee elects to contribute or terminates participation. This date does not change when participation percentages or amounts are changed.

SCD TSP: TSP service computation date is used for vesting purposes and is required only for employees covered by the FERS retirement system. All Federal Civilian service time is included in this SCD, but the date may not reflect a value earlier than April 1, 1984.

AGENCY CONTRIB ELIG DATE: This date is critical to controlling the automatic 1% government contribution for FERS employees.

EMP CONTRIB ELIG DATE: Reflects the date the employee becomes eligible for contribution to TSP after a TSP Hardship Withdrawal has been disbursed.

The following decision logic table will assist in determining the appropriate date for these fields.

TSP Eligibility Date Determination

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Appointment with no transferable TSP participation or previous eligibility	FERS	E	The date of appointment	Blank
Reemployment with previous eligibility	FERS	E	The date of appointment	Blank
Appointment with transferable TSP participation (includes transfer from another agency)	FERS	E or Y or T	Date employee became eligible to participate at the previous Component or the date of appointment.	Will be blank unless employee has received a TSP Hardship In-service Withdrawal and the 6-month non-contribution period has not ended (if TSP Status Code equals T).
Any	FICA	I or space	Employee is not eligible – no date should be input	Blank.
TSP Election	FERS Or	Y	Eligibility date will remain unchanged with this action.	Eligibility date must be current or past date (if

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
	CSRS Or NAF Eligible			employee had received a TSP Hardship In-service Withdrawal); otherwise Blank.
Participation is Terminated (voluntary and not based on a TSP Hardship In-Service Withdrawal)	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action.	Blank
TSP Participation is terminated for a six month period when TSP hardship in-service withdrawal is taken by the employee	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action.	Non-contribution period begins on the date the financial hardship in-service withdrawal is disbursed and ends 6 months later.

13. **Awards:** Modifications have been made to DCPS for processing multiple cash awards. A new Award Record will be stored for each cash award received. DCPS will now allow multiple awards to be processed through the PDS Interface and online with the same NOAC and effective date as long as the award amount is different. If the second award amount is the same as the first award amount, then HR will need to process the second award with a different effective date.
14. **SSN Correction/Change:** SSN correction/change processing requires special attention and coordination with the servicing payroll center. Conditions may exist on the payroll database that will prohibit successful processing of the NOA 499 payroll interface transaction. If the employee was previously serviced on the payroll database with the new SSN value, the transaction will error to the Personnel Interface Report (P6606R01). Additionally, problems have been experienced when the user notifies the payroll office of a SSN change, and the payroll office makes the change manually before the interface transaction is received. This condition causes the interface transaction to reject back to Personnel stating that the employee record could not be found. It is recommended that a payroll office Remedy be submitted when the SSN change is input to DCPDS to alert the payroll technician of the pending SSN change. The notification should request that the technician not manually enter the new SSN, but watch for the NOA 499 transaction and ensure it is properly updated to the DCPS record. If a record exists with the same SSN, the payroll technician will then be aware that additional effort is required.

The use of PSEUDO SSN for a second appointment within or outside of the Component continues to be required by DCPS. Ideally, the PSEUDO SSN (second) appointment would always end first without impact to the primary appointment. Frequently the appointments end opposite the ideal. Any attempt to remove a PSEUDO SSN from the DCPDS record will have very adverse results in the payroll system. DCPDS does not reflect the PSEUDO value in the primary "National Identifier" field, so documents and reports produced by the system reflect the REAL SSN. Continuing the use of the PSEUDO SSN has caused no adverse impact and will avoid loss of pay history and possible duplication of records in the DCPS system.

15. **Temporary Assignment NOAC – Change in Payroll Database:** Completion of the DCPS database realignment by Component has significantly decreased the occurrence of changes in payroll office ID with temporary assignment NOAs. There may be, however, those instances when a record moves between a CONUS and overseas location resulting in a change in the payroll database. Transactions received by DCPS to hire/separate employees using NOACs 703, 611, 921,741, 930 are rejected back to Personnel with the error message "9002 - EMPLOYEE ID NOT FOUND." Transactions to separate the employee are being rejected back to Personnel with the error message "9004 - INVALID ATTEMPT TO ADD, CHANGE, DELETE,OR VIEW" identifying NOAC and G/P-PRO as the error fields. Therefore, both payroll offices will need to acquire a copy of the SF-50 for this situation, and the following workaround is necessary to process the action.

PROCESSING GUIDANCE:

Gaining Payroll: New hire the employee using a NOAC of 721 Reassignment with all the information from the temporary action, excluding the NTE date. This will store a permanent supplemental. Then, input the temporary assignment with the appropriate NOAC via Employee Update. Retirement service history needs to be adjusted as appropriate.

These employees will need to be monitored closely when they reach the NTE date of their temporary assignment. Since they were hired under a temporary assignment, there is no authority to pay the employee after the NTE date unless a transaction is received from Personnel. This workaround will prevent the payroll office from having to rebuild the employee's record if the personnel office is late sending the extension or change to lower grade to move the employee back to the previous payroll office or make the employee permanent in the existing payroll office.

Losing Payroll Office: Using the Separation Program, separate the employee with a NOAC of 721 Reassignment using the SF-50 received from Personnel. Retirement service history needs to be adjusted as appropriate.

Personnel: When processing NOACs 703, 611, 921,741, 930, etc., provide both payroll offices with copies of the SF-50.

16. **Procedures for Correcting Payroll Office ID:** During the mass DCPS to DCPS record transfers that were done in 2002, it was found that many records were being moved by Components in conflict with the servicing realignment. In order to better manage the alignment of records, DFAS determined that PON actions would have to be set to no longer process directly to the system. CPMS concurred with the resolution as records on both systems were being erroneously modified.

It has been determined that there are basically two situations when a user MUST correct a payroll office ID. The first is addressed in our New Payroll Sequence Validation Procedures at Section V.C. The second condition is when a record is updated to reflect the wrong payroll office; however, the sequence for the SOID/POID/Serviceing Component is a valid combination. Records in that condition will not be identified by the new payroll sequence reports and are generally identified when the timekeeper or CSR cannot access the record. Neither of these cases should result in cancellation of an action in DCPDS. The action that gained the employee to the wrong payroll office was a valid, legal, and appropriate action and may not be cancelled to fix the payroll office ID error. In both cases, the processing resolution is the same.

The first step is to correct the payroll office ID in the employee's position, date tracking to the appropriate effective date. The update will create two PON transactions to payroll. BOTH will reject. In order to provide the NEW payroll office with the necessary transactions, HR must use the payroll regeneration process to resend each Pay500 for the record (except the PON) changing the payroll office ID to the NEW value. These actions must be regenerated in exactly the same order they were originally processed. The loss transaction on the OLD (wrong) payroll office database must be manually terminated by the payroll technician. A payroll office Remedy must be opened requesting the invalid account be deactivated. If the employee has been paid on the OLD database, additional coordination will be required between losing and gaining payroll offices. Be sure the Remedy submission identifies the gaining payroll office database along with other necessary information.

17. **Part Time Indicator:** The definition of Part Time Indicator values was not descriptive enough to ensure the users would select the correct value in DCPDS. As a result, transactions were rejecting from the payroll system when an erroneous combination of Part Time Indicator and Hours Scheduled hit the compatibility edits on DCPS. A CRT was written to modify the clear text. The following changes were made via CRT 03-9745-DoD that was fielded in Patch 51.1 on November 7, 2003.

CODE	MEANING	
1	Exempt from PL95-437 Sched Hours Limitation	N
2	Subject to PL95-437 Sched Hours Limitation	Y

DCPS EDITS

If the supplemental has less than 16 or greater than 32 hours weekly, the PCA status code must be "N" (part time indicator not subject to PL 95-437). The "N" can be for any number of hours.

If the employee's PCA status code = Y (Part Time Subject to PL 95-437), the scheduled hours must be between 16-32 hours weekly (32 to 64 hours bi-weekly).

There is a problem with PCA code equal to "Y" when hours fall outside of the 16-32 hours weekly. Payroll will store on the supplemental with whatever Personnel sends, even if it is a 2 which converts to "Y" for an employee that has 70 bi-weekly hours. This situation will cause an invalid condition for T&A, and the timekeeper would not be able to access the record. T&A processes recognize the combination of PCA "Y" and hours other than 16-32 as invalid; however, it is not edited through the interface.

HOW TO CORRECT PART TIME INDICATOR

Date track to the appropriate effective date; navigate to People/Enter and Maintain/Assignment/Others/Extra Information/US Gov Assignment Non 52. Update the part time indicator to the new value based on the criteria above. A Pay500 will be produced with NOA J4D.

18. **Firefighter Hours Scheduled and Premium Pay Indicator Change:** When hours scheduled and premium pay indicators are changed on a firefighter, in what order must the two transactions be done?

PROCESSING GUIDANCE:

Personnel: The transactions must be sent in the following order:

J4B to change the hours--this will reject in payroll.

JQU to change premium--this transaction will also update the hours previously rejected.

C. Processing Reminders and Items of Interest

This section is added to provide an avenue for processing instruction reminders and other items of interest. We hope you find this addition useful and welcome your suggestions/requests for inclusion of topics of interest in future issuances. Please submit your requests through your Component/payroll office Personnel/Payroll Interface Workgroup POC.

1. **New Hire Manual Workarounds Required Information for Payroll:** The following information is required when submitting a new hire manual workaround to Payroll – All Components: PAS/UIC, Employing Activity Code, Org Structure Code, POI, Servicing Agency, and Servicing Office ID/Civilian Personnel Office ID (SOID/CCPOID); and Army or Air Force: Alternate UIC.
2. **Separated Employee – Rehired and Severance Pay should be Terminated:** When an employee is separated under RIF procedures that entitled that employee to receive Severance Pay and, after a break in service, another Federal Agency has rehired the employee and notified the losing HRO to terminate his severance pay. Once the losing HRO has been notified, the losing HRO should submit a payroll remedy to the appropriate payroll office to stop the severance pay and provide the effective date.
3. **Reconciliation Mismatch Report:** HR users should ignore the following mismatches.
 - ✓ Date of Birth mismatches if the employee record reflects a birth date earlier than 1915.
 - ✓ DCPS does not send the Employee Status NTE Date on the recon file when the teachers are in an employee status of “E” during the summer.
 - ✓ The Pay Table ID will mismatch if the employee’s position is entitled to SSR table and pay calculation routines determine that the locality rate is higher than the SSR rate. The system will set Calculation Pay Table ID to 0000 which flows to DFAS.
 - ✓ When Pay Plan equals SR (BRAC Commission Members) and Agency Code is not equal to DD60, DCPS will reflect Pay Plan “AD” and DCPDS will reflect “SR”.
 - ✓ DCPS is sending a NTE date from the T-SUP if the employee is on a Temporary Appointment and a Temporary Assignment (Temp Reas, Detail, etc.) at the same time.

D. DCPDS System Workarounds

The following Official Workarounds were closed due to DCPDS system modifications that occur behind-the-scenes. These modifications will allow a Pay500 to be created that has the data on it that will be accepted by the DCPS system. Previously these workarounds required manual manipulations by Personnel and/or Payroll. These DCPDS system changes are temporary until

the DCPS modifications (SCRs) have been fielded at payroll. Once they have been fielded, these behind-the-scenes DCPDS system modifications will be removed so the Pay500s will flow the correct data to DCPS.

1. **BRAC Commission Members with Pay Plan SR:** P.L. 107-107 authorized the BRAC Commission to be established. The members have been temporarily hired using pay plan SR. In DCPS, this pay plan is currently used for Judges who are treated like Executives and the Board of Regents who are treated like Consultants. There are specific edits for the Agency/Major Claimant. The BRAC Commission members do not fall under the Agency/Major Claimant combination required by DCPS edits for pay plan SR.

WORKAROUND:

Official Workaround Document: 05-0007 (rescinded December 20, 2007)
DCPDS CRT #: 07-66258-DoD (Fielded in Patch 67.2, December 2, 2007)

System Workaround: For all personnel transactions processed for Pay Plan SR and Agency Code is not equal to DD60, Pay500s will flow Pay Plan as 'AD' instead of SR in positions 79-80, regardless of the NOA Pay500 generated.

2. **Crossed Service Navy UIC Prefix:** Navy records serviced by another Component are written to DCPS using Navy Business rules. The payroll system has code in place to prefix the standard 5 character Navy UIC with a zero to meet the six character UIC size requirement in DCPS. The insertion is done based on "servicing" Component rather than "owning" Component so cross-serviced records are not updated with the DCPS-required zero prefix. All actions transmitted with the VALID 5 character UIC reject at DCPS because of the UIC.

WORKAROUND:

Personnel: HR users will need to regenerate each transaction processed on Navy records serviced by agencies other than Navy. The regenerated transaction will be modified to reflect a six character UIC, prefixing the real five character value with zero.

Official Workaround: 02-0003 (rescinded December 15, 2008)

DCPS SCR #: X8937

DCPDS CRT 08-71493-DoD (Fielded Patch 69, April 13, 2008)

System Workaround: When a Pay500 is generated for a Navy employee serviced by a non-Navy HR region, the UIC data field will reflect a six character UIC automatically.

E. RESOLVED Special Interface Items and Information

1. **Navy Paramedics (Occ Series 0640):** DCPS is erroneously rejecting back to personnel transactions for Navy Paramedics (Occ Series 0640) when the weekly hours are greater than 40 hours with a Full-time schedule.

WORKAROUND:

Personnel: HR users will need to submit a Payroll Remedy ticket with fax SF-50 that rejected and the T&A records to DFAS Imaging citing this workaround number.

Payroll: Payroll must manually enter the SF-50, changing the Occ to 0081 and employee type to G, and the scheduled hours to 112 or 144 and contact the SCR to ensure the Work Schedule and T&A is corrected.

NOTE: Be advised this is a temporary workaround pending response from OPM and there is a potential for incorrect pay and leave calculation.

Manual Workaround: S-05-14

Fixed: DCPS 09-2 Release, June 7, 2009

2. **Employee Serviced by a Different Component:** DCPS will not accept a transaction from a different servicing Component than the employee is in unless the transaction is a specific NOAC. One of the reasons this edit was added to DCPS is to prevent employees from separating if a late separation comes in, and the employee was already rehired on the same database. DCPS has a system deficiency that is causing erroneous rejects when employees transfer from one DD to another DD Component with NOAC 5## or 7##. These rejects fall to the Personnel Interface Invalid Report (P6606R01) and to the Returns to Personnel Report (P6606R03) with error message “3023 “EMPLOYEE SERVICED BY A DIFFERENT COMPONENT, TRANSACTION NOT PROCESSED.” Even though this issue has been identified as an erroneous reject and transactions fall to the Payroll Office reports to be worked, an official workaround is being issued to further document this issue.

REQUIRED ACTION:

Personnel: HR users should notify the payroll office of the actions as they are being done for employees transferring from one DD to another DD Component with NOAC 5##/7## by faxing SF-50 to DFAS Imaging citing the workaround number. HR users should also identify the correct servicing Component since this is not on the SF-50.

Payroll: The payroll office should manually input transactions that erroneously reject. It is imperative to enter ALL changes including the servicing Component as shown on the Personnel Interface Invalid Report (P6606R01).

Official Workaround: 04-0001

DCPS SCR: X9300

Fixed: DCPS 09-2 Release, June 7, 2009

3. **Retirement Annuity Sum Flag:** When NOA 002 Correction to a new hire action (1##) is flowed to correct the "Retirement Annuity Sum Flag," DCPS is erroneously rejecting the action to Personnel. The error message on the PAYNEW is “9001- Required Field(s) Not Entered.” DCPS has logic that will only update the annuity amount if it's a New Hire transaction. Even though the amount is a required field when the annuitant indicator value is a code for an offset (new hire or update), it will only use the value sent if it is a new hire transaction. It does not update with a "correction" to the new hire.

REQUIRED ACTION:

Personnel: HR users must notify the payroll office of the erroneous reject so it can be entered through the On Line Employee Update program.

DCPS SCR #: X9131

Fixed: DCPS 09-1 Release, March 1, 2009

4. **Lump Sum Severance Pay:** When a lump sum severance is sent to payroll with either spaces or zeroes in the weekly amount (positions 367-372), DCPS is erroneously rejecting the action to Personnel with error message “9001 – “Sev Wkly.” **NOTE:** This does not apply to Severance Pay that will be paid in bi-weekly amounts.

REQUIRED ACTION:

Payroll: The payroll technician must manually update the severance to pay it lump sum by entering the Weekly Severance Amount equal to the Total Severance Amount online.

DCPS SCR: X6981

Fixed: DCPS 09-1 Release, March 1, 2009

5. **Conversion 5xx Transactions with Changes to FEHB, TSP and FEGLI:** A problem has been identified when HR users update Conversion 5xx personnel actions and TSP/FEHB values are also changing, payroll is updating the 5xx personnel action, however, the TSP and FEHB values are not being updated in DCPS. The attached chart indicates when TSP, FEGLI, and FEHB changes are updated in DCPS.



Form 07-0007
TSP-FEGLI-FEHB Cha

WORKAROUND:

Personnel: HR users will need to regenerate the Conversion 5xx and change the NOA to M2B or TSP as of the effective date of the conversion. NOTE: Effective date for NOAs M2B and TSP must be at the beginning of a pay period.

Payroll: No action

Official Workaround Document: 07-0007 (rescinded December 12, 2008)

DCPDS CRT #: 08-72985-DoD (Fielded Patch 70.2, August 24, 2008)

DCPS SCR #: Y8300

Fixed: DCPS 09-2 Release, June 7, 2009

System Workaround: For all NOA 5xx/T5xx personnel transactions processed that include a change to FEHB, TSP or FEGLI and the payroll office ID is not changing between the From and To positions, additional NOA M2B, TSP or 881 Pay500s are being created as of the NOA 5xx RPA effective date. This also includes any corrections or cancellations to NOA 5xx/T5xx RPAs that included changes to FEHB, TSP or FEGLI and the payroll office ID is not changing.

Section IV: HARD COPY DOCUMENTATION REQUIRED BY PAYROLL OFFICES

A. Standard Form 50 (NPA) Required by the Defense Civilian Pay System Payroll Offices

The following list represents hardcopy SFs-50 required by the DCPS payroll offices.

1. SF-50 reflecting a change in payroll office number. (Mass transfers must be approved at DFAS-HQ/F in accordance with the DODFMR Volume 8, paragraph 060302).
2. Cancellation (001) SF-50 actions.
3. Correction (002) SF-50 actions, if the correction affects other than the most recent action, i.e., a 002 correction with remarks identifying the date effective and information truly being corrected.
4. Change in Retirement Plan (NOAC 803).

5. SF-50 that was erroneously rejected by DCPS but is correct in DCPDS.
6. SF-50 that DCPDS is either not providing a transaction or is providing an erroneous automated interface transaction to DCPS.
7. Award SFs-50 for inactive employees when the record no longer exists in the personnel system.
8. SF-50 with typed or corrected payroll related information. A typed SF-50 will not be accepted for actions normally processed via the interface. When this situation occurs, the HRO should document the situation and forward the documentation to the DCPDS service representative for review to identify recommended changes to the interface or work procedures.
9. SF-50 required by the civilian payroll office to complete an Equal Employment Opportunity settlement, a back pay settlement, a debt for waiver purposes, or any other audit requiring SF-50 documentation.
10. SF-50 for retroactive FEGLI changes due to error or loss of family member when DCPDS will not allow effective date of retroactive FEGLI changes.
11. SF-50 documenting the following:
 - a. LWOP due to active military duty/training (When employee wants payout of lump sum leave - Add remark reflecting lump sum annual leave payment on SF-50).
 - b. Changes to the Department of Defense Elementary and Secondary Schools (DDES) teacher's pay information.
 - c. Suspension identifying non-consecutive dates.
 - d. Change in Service Computation Date (NOAC 882) with remarks that identify an effective date other than the date in block 4 of the SF-50.
 - e. Employee to whom a Recruitment and/or Relocation Incentive has been paid and separates before the expiration of a service agreement. Add remark to document the dollar amount that should be recouped from the employee.
 - f. SF-50 with remarks regarding BRAC leave.
 - g. Furlough identifying non-consecutive dates.
 - h. Remarks on SF-50 in regard to previous or continuous payment of VSIP when employee is rehired.
 - i. Pay Cap Limitations – Add remark that 150% limitation to retained rate does not apply on subsequent actions and indicate what grade the employee had when placed on retained rate the first time.
 - j. Separation from Appropriated to NAF - Add remark on original separation and corrections that employee is being reemployed in order not to send out lump sum and generate SF-1150.
 - k. Remarks on SF-50 for DOE personnel who are on pay retention and need to have locality percent added to DCPS.

B. Other Documents

1. SF-1190 Advance Payments

2. SF-1190 Foreign Transfer Allowance
3. SF-1190 TQSA
4. Authorization Letter for Student Loan Repayment
5. FEHB Pre-Tax Waiver form
6. SF-2809 Health Benefits retroactive changes due to error when user receives the following DCPDS error message “Invalid data entered for this element of the current employee. (Civ_Health_Ctrl_Prgm).”

Section V: DFAS Payroll Remedy Templates

TDY Danger Pay and/or Post Differential:

The TDY Danger Pay and/or Post Differential instructions are on the template. Log in to DFAS Remedy and select the Title, “TDY Danger/Post Diff Pay” entry from the Title menu and the template will appear at the bottom of the screen view. Select “YES” for the Danger Pay question to open the fields for write (the fields default to read-only). If you select “NO” for the Danger Pay question this message will popup: “A personnel action must be interfaced to update payroll record! (ARNOTE 10002).”

NOTES: The Hardcopy button will only print Location Code 1 section if 2 and 3 are blank, and Print Location Code 1 and 2 if both are populated, and all if all three are populated. The ‘Certified Date’ field is system generated. The template will not be accepted unless at least the Location Code 1 section is filled (Danger Pay or Post Diff authorized fields) and the Certified by POC is populated along with certified phone field.

**DCPS has been fixed to receive these entitlements through normal interface.
Effective 15 Mar 2009, Personnel are to start inputting these via DCPDS.**

Section VI: ADDITIONAL INFORMATION

A. Standard Operating Procedure for Manual Workaround Request/Approval

1. Instructions provided in this SOP are to be followed when personnel transaction or record data cannot be provided to the payroll system through electronic interface. This could occur when there are system process failures or new processes that are not yet available in either the personnel or payroll system. The need for authorization for a manual workaround may also be required on an individual transaction basis because of unique record conditions or problems. No manual workarounds for payroll interface are to be initiated without approval by CPMS.

This SOP is developed to ensure (1) manual intervention on the part of either the payroll or personnel office is required and appropriate; (2) all users of the Defense Civilian Personnel

System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (3) consistency in processes between the personnel and payroll systems throughout Department of Defense; and (4) communication of problems and issues through appropriate channels with results being coordinated and documented.

2. **Procedures:**

a. **Process failures / individual transaction issues DCPDS initiated**

▶ User will:

- Verify that the problem was not result of user error - If yes, reprocess correctly. If no, go to next step.
- Verify that the problem was not result of invalid record conditions. If yes, correct erroneous record conditions and reprocess. If no, go to the next step.
- Document the problem with screen pictures and thorough description of processing steps and record conditions.
- Report the problem and provide documentation through your agency channels and request a workaround be provided.

▶ Designated Component representatives will:

- Validate the problem.
- Report it to Remedy or CRT (if record cleanup).
- Provide description of the problem to CPMS POC via e-mail with request for a workaround. Include the remedy number in the email message.
- For individual transaction issues:
 - ✓ Ensure the problem has been documented in DCPDS Remedy or CRT.
 - ✓ Ensure that the problem identified is the same problem as the remedy number or CRT documented in the request.
 - ✓ Ensure the problem is not the result of user error.
 - ✓ Provide workaround template with the description and screenshot of the problem.
 - ✓ Include the electronic SF-50 (or other documents) that DFAS would need to process the workaround request. (**NOTE:** The following information is required when submitting a new hire manual workaround to Payroll – All Components: PAS/UIC, Employing Activity Code, Org Structure Code, POI, Servicing Agency, and Servicing Office ID/Civilian Personnel Office ID (SOID/CCPOID); and Army or Air Force: Alternate UIC.)
 - ✓ Multiple records with the same problem should be submitted on one form. If there is not adequate space in the designated block, please submit a spreadsheet with the required information in the same e-mail as the request form.

▶ CPMS POC will

- Review the problem.
- Develop an appropriate workaround.
- If the workaround is due to a system process failure, prepare official workaround form and post it in the control log.
- Prepare the workaround to DFAS for concurrence.

- Issue the official workaround document via e-mail to the Personnel / Payroll Interface Workgroup representatives for distribution within their agencies, following approval by DFAS.
 - Issue 'rescind notice' for the workaround, once final problem is corrected and fielded.
 - For individual transaction issues:
 - ✓ Will not issue an official workaround.
 - ✓ Coordination with DFAS will be accomplished through e-mail.
 - ✓ Component will be notified of DFAS completion of workaround by e-mail to the Component POC reporting the problem.
- ▶ TSOPE will
- Review the workaround document.
 - Coordinate the workaround document with the payroll offices.
 - Send concurrence to CPMS POC after coordination for Official Workaround issuance.
 - For individual transaction issues:
 - ✓ Coordinate the workaround with the DFAS payroll offices.
 - ✓ Provide DFAS completion to CPMS POC by email (who will then notify the Component).

b. Process failures / individual transaction issues DCPS initiated

- ▶ Payroll center staff reports the difficulty to TSOPE via DAR.
- ▶ TSOPE staff validates the problem and identifies the appropriate workaround.
- ▶ TSOPE prepares the official workaround form and forwards it to CPMS POC
- ▶ CPMS POC.
 - Assigns the control number and posts to the log.
 - Issues the official workaround via e-mail to the Personnel / Payroll Interface Workgroup representatives.
- ▶ TSOPE distributes the workaround document to the payroll centers.

3. New Functionality not yet Available:

- ▶ Workarounds may be initiated by either DFAS or CPMS:
 - If DCPS is the source of the workaround, DFAS/TSOPE will provide information to CPMS/AMD.
 - If DCPDS is the source of the workaround, CPMS/AMD will provide information to DFAS/TSOPE.
 - Workaround will be jointly developed and agreed to by CPMS POC and DFAS/TSOPE designee.
 - CPMS POC will prepare official workaround document and post it to the log.
 - Official Workaround document will be forwarded to DFAS/TSOPE for final coordination.
 - Document will be issued via e-mail to the Personnel / Payroll interface Workgroup representatives for distribution within their agencies.
 - When system changes are completed for the new processes, CPMS POC will issue rescind notice for the workaround.

B. New Payroll Sequence Validation Procedures

Please have each record verified to determine whether the SOID and POID or SERVICING COMPONENT values are correct. The following action is required based on your record validation:

IF the SOID/POID combination is valid send e-mail to:

FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL
DCPDS.EXIT@dcps.cpms.osd.mil
Mitzy.Taylor@randolph.af.mil
Lesley.Castillo@randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is valid for the following SOID/POID combination. Please establish the sequence in DCPS and process held packages.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)
MJNV (<i>example only</i>)	POID: FF (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and servicing Component for SOID value.)

IF the SOID/POID combination is invalid:

Correct the record by going to the position, date track to the ASSIGNMENT START DATE (not the position establish date) and change the payroll office ID or servicing office ID to the correct value.

Using payroll regeneration capability, reflow the erroneously routed actions to the correct payroll office, being certain to change the payroll office ID or servicing office ID to the new value before saving the action.

Send e-mail to:

FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL
DCPDS.EXIT@dcps.cpms.osd.mil
Mitzy.Taylor@randolph.af.mil
Lesley.Castillo@randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is INVALID for the following SOID/POID combination. Record modification has been completed. Please DELETE the erroneous sequence from both DCPDS and all DCPS databases.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and servicing Component for SOID value.)

C. **Personnel Pay Application Data (PAD)**

The financial and leave data that is populated to the Financial Data screens in DCPDS (and subsequently the CSU) are obtained from the PAD file. The PAD file is a separate file from the reverse interface file that updates Time & Attendance data in the personnel records. PAD data includes pay period and year to date information for pay and leave. Employee address is also included in the PAD file and is loaded to DCPDS on a changes-only basis.

The PAD processing is normally scheduled for the first Friday of the pay period. For example: financial information for pay period ending October 25, 2008 was not scheduled to load to the regions until October 31, 2008. If all of the files are NOT received within the first week of the pay period by Friday afternoon, the process will run one week later than expected. CPMS will not provide PAD file processing notifications to the Components if this should occur.

D. **Payroll Regeneration Guidance**

HR users and payroll staff members alike have a responsibility and a desire to resolve problems that would interfere with employees receiving correct and timely pay changes. HR users frequently think that the payroll regeneration capability will solve the problems only to find that it does not. Understanding the intent and appropriate use of the processes will dispel the myths and, hopefully, the frustrations associated with unsuccessful payroll interface results.

1. When is Regeneration of a payroll transaction needed?

If a rejected Pay500 transaction was not worked before dropping from the payroll pending queue, regeneration will allow the ORIGINAL action to be resent for processing at DCPS again. The condition that caused the original transaction to reject will cause the regenerated action to also reject. The appropriate corrective action can then be taken to resolve the transaction.

If a system problem exists in DCPDS that results in erroneous Pay500 format creation, regeneration will allow for transmission of a corrected format. Specific instructions will be provided in the form of official workaround documents or CPMS issued e-mail notification.

If a system problem exists in DCPS that requires a modification to the Pay500 format or data content that is normally reflected in the Pay500 format is missing. This condition would also be documented in the form of Official Workaround or CPMS issued e-mail notification.

2. Regeneration process is not to be used to create NEW Pay500 transactions for actions that are not being processed in DCPDS. Regeneration process is not required to resolve missing packages. Requests to regenerate missing transactions should be researched to determine why the action is considered “missing.” Interface package

tracking processes provided at our EXITS level have all but eliminated missing packages. When a package is late arriving at DCPS, notifications are accomplished and retransmission done within a few hours.

3. Access to payroll regeneration process is limited to a few select users at each region to protect the region from inappropriate use of the capability.

Regeneration is not the appropriate avenue for resolving Personnel/Payroll Reconciliation data matches. Please ensure documented RECON procedures are followed to allow for proper correction of payroll records.

E. **Life of a Personnel Action**

On Monday morning, Mr. Brown, supervisor of the Paper Airplane Construction Area, completed his selection package to fill his vacant “Chief, Airplane Detailing” position. He was pleased to promote one of his best employees, Samuel, to this position and quickly completed the RPA with an effective date of the following Sunday. With all appropriate signatures in place, he handed it to his HRO. Susan, HRO representative, reviewed the RPA and forwarded it to the processing area Tuesday morning since all necessary information was there and proper approvals were in place. Gary in Processing reviewed the form and on Wednesday input the action to DCPDS to effect the promotion the following Sunday and generate the SF-50. It all seemed perfect!! Another happy employee would receive a well-deserved promotion!

The promotion action began to travel through the maze of systems. It overcame the first hurdle in DCPDS, became part of the update and appeared on the “Pay500” indicating its journey had begun to DCPS. Since the action was effective the following pay period (Sunday), the action patiently waited for the effective date to continue on the journey.

On the effective date, the action found itself whirling in the systems maze and on its way to DCPS for the next Monday. After arriving, the action found it was to encounter a delay since processing in DCPS for the pay period ending the prior Saturday was underway. No actions effective the new pay period could process until AFTER payroll processing was complete. Before the action could catch its breath, it was spinning through the DCPS edits. On the horizon, the action could see all the possible destinations listed below:

ADD, CHANGE & DELETE REPORT – Shows that the action processed perfectly and was in effect in DCPS without delay. The action hoped to end up on this report because it would mean the action processed perfectly and was in effect in DCPS without delay (Unfortunately the action bypassed this destination.).

The other destinations listed below seemed much less permanent. They held the following labels:

- Returns to Personnel Report P6606R03
- Personnel Invalid Report P6606R01
- Personnel Message Report P660
- Missing Organization Report P6606R04

The action observed that many other actions passed some but not all edits. Some actions were headed to the PERSONNEL INVALID REPORT, but after some tending by the payroll technician, passed on to the ADD, CHANGE & DELETE REPORT to become happy and whole in DCPS. Some fell to the PERSONNEL MESSAGE REPORT where they were tended to by a payroll technician where minor changes may or may not be effected. Others tumbled to the MISSING ORGANIZATION REPORT as a detour because they carried an Activity or Organization Code of which DCPS was unaware. The detour lasted only a few days because, as soon as the Activity or Organization were added to the DCPS tables, the actions were whisked away to their permanent home in DCPS. Last, but not least, there were the unlucky actions that had failed major edits and were destined for the RETURNS TO PERSONNEL area. This meant the actions would be returned to Personnel for correction and resubmission. These actions would appear on a PAYNEW report in HRO for correction. Once the actions are corrected by HRO, they would be sent again to start the same journey in hopes of finding a permanent home in DCPS.

The moral of this story is MANY things can cause a personnel action to not process in DCPS even though DCPDS system appears to be correct. With a few exceptions, the actions can be tracked to one of the destinations mentioned above. If the action has rejected and produced a "PAYNEW," payroll will wait two pay periods for the action to be corrected through the interface. It is critical that Personnel research prior to reflowing actions to payroll. If the action has landed on any of the reports listed above, regenerating the same action with no correction will produce the same result.

F. **When should a DFAS Remedy Cover Sheet be included in the fax to DFAS Imaging:**

In September 2003, a standard Imaging FAX Cover sheet was developed for use when sending documents to the DFAS Imaging system. Using the Fax Cover Sheet will ensure the documents will be imaged to the correct payroll office in a more timely and efficient manner. The Fax Cover Sheet can be found on the DFAS4DOD website. Click on the URL below to obtain a copy of this form:

<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/Forms.htm>

Questions have been asked as to when the Fax Cover Sheet should be included when faxing SFs-50 to DFAS Imaging system. The following information provides that guidance:

- ✓ If a SF-50 is being faxed based on the letter of required SFs-50 or other documents (see Section IV A and B in this PAL), no cover sheet is required.
- ✓ If a SF-50 is being faxed based on a Remedy Ticket, include a cover sheet and write the Remedy Ticket Number in the Remarks area of the SF-50.
- ✓ If a SF-50 is being faxed based on a legitimate request from the payroll office, include a DFAS cover sheet with the statement "Per (name of requestor) request".
- ✓ If a SF-50 is being faxed based on a documented workaround that is not on the list of required SF-50s, include a cover sheet with the statement "Due to a documented workaround" plus the workaround number. If the workaround is not documented, it must be coordinated with CPMS prior to faxing.
- ✓ Do not fax SF-50s that do not meet the above situations as they will not be worked by payroll offices.

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